

Career Programme Information, 2019/20

Vision Statement

'When a student leaves Langtree School they are prepared and empowered to face the challenges and opportunities of learning, working and living that lie ahead of them'.

At Langtree School, we are committed to preparing our students to manage their future education and career path throughout adult life through a good programme of Careers Education and Work Related Learning.

As well as supporting pupils to do their best academically, we give all pupils access to comprehensive careers information and equity of access to impartial careers advice and guidance for external sources. We believe it is essential that our pupils are provided with the knowledge, skills and experience they need to make informed choices and to navigate today's complex labour market.

The school will provide opportunities for pupils to develop key employability and enterprise skills, which are highly valued by employers, colleges, universities and apprenticeship providers.

Through working in partnership with parents, employers, the local community and civil society institutions our aim is for every child to fulfil their potential and be inspired to achieve a successful future.

Our careers programme focuses on the recommendations of the eight Gatsby benchmarks (published in 2014 and based on the best practice in this country and overseas). We will ensure that our practice includes the statutory guidance outlined in the 'Careers Guidance and Access for Education and Training Providers DfE, January 2018'.

Aims

The Langtree Careers Programme reflects the commitment from staff at Langtree School and the Governing Body to provide a stable careers programme for all students throughout their time in school.

We believe Careers Guidance and Work Related Learning are essential to make a:

- Major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Supports young people to achieve their full potential
- Empowers young people to plan and manage their own futures
- Provides comprehensive information on all options
- Raises aspirations
- Promotes equality, diversity, social mobility and challenges stereotypes
- Support students to sustain employability and achieve personal and economic wellbeing throughout their lives

The allocation of duties and funds for careers provision are set out in this document. An annual review of the programme will take place with consultation and feedback from students, staff, parents and employers. The Policy will be kept under constant review and reviewed at least annually by senior school leaders and governors. The development of the policy and plan forms part of the School Development Plan.

The specific aims and learning outcomes framework for Key Stage 3 and Key Stage 4 are accessible via the school website. The careers programme is flexible to ensure that career related learning needs and work related learning opportunities can be adapted to meet the needs of all learners. Every student, starting in Year 9, has access to career workshops and 1:1 career interviews with an impartial Careers Adviza.

Responsibilities

The leadership and coordination for the careers programme will be the responsibility of Susannah Wood (swood@langtreeschool.com). The Careers Lead is attending relevant training with the Career Development Institute. All staff in the school will be involved in delivering the careers programme, for example, during tutorials as part of the PSHE rolling programme, as well as to support suspended timetable events. Subject teachers include career related learning in their curriculum subject. The school is strongly supported by an Enterprise Co-ordinator and Enterprise Adviser (from the Local Enterprise Partnership). We are increasingly establishing a network of employers and parents to support career events, as well as involving the experiences of alumni.

The provision of impartial careers guidance to the pupils is the responsibility of Amanda Gill, the Careers Adviser.

The Governing Body

Our governing body will provide clear advice and guidance to the Head Teacher on which he can base a strategy for careers education and guidance which meets the school's legal requirements and is developed in line with the Gatsby Benchmarks.

The school has appointed a link governor to take a strategic interest in careers education and guidance and to encourage employer engagement.

The governing body will ensure it complies with school's policy on Provider Access (Appendix C).

The School's link governor leading on Careers is Neil McIntosh.

Resources

The school is working with the Careers and Enterprise Company to facilitate engagements with local businesses.

Alongside the CEC we will be relying on a team of volunteers, including School alumni and parents, to provide staffing resource.

Every student has access to a Resource Classroom with information sheets and presentations that are appropriate to their year group; in addition to this, students record their experiences and gain feedback on their career plans.

The school is a member of E-Clips, an online careers resource (see useful websites).

Careers Information

Links to up to date local market information will be published on our website. Labour market information based on real world data can provide young people with a more accurate idea of what awaits them. However, it is not always easy for young people to use. We are able to support students to understand what is happening in the labour market and signpost resources available at local and national level to support pupils and their parents to understand more..

Students' Needs

The school careers programme will raise the aspirations of all students whilst tailoring this according to individual need. We will be encouraging our students to keep career plan records which focus on bridging the gap between education and work. The school will consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that young people from all backgrounds, gender and diversity groups, including those with special educational needs and disabilities, are able to consider the widest possible range of careers.

Curriculum

The school will ask all teachers to support the career development of young people in their tutorial role and through their subject teaching. Bringing careers content into the curriculum will help make connections between classroom learning and young people's aspirations. We will also be developing a 'careers week' in each year group, where throughout that week, in all subjects, there will be a strong link to careers and aspirations.

We are aware that employers are increasingly looking to recruit on behaviours and strengths, rather than just on technical and job specific skills, and we believe it is critical that young people are able to demonstrate these when entering the workplace. We teach employability skills, such as communication skills, literacy and numeracy, resilience and learning skills, empathy and collaboration. Alongside employability skills, we also aim to teach core skills, for example, digital skills, financial understanding, project and team management, critical thinking and problem solving. Whilst we can teach many of these skills, they can also be learned and

reinforced through our extensive extra-curricula activities, such as creativity days, the Langtree Challenge and curriculum enrichment week.

Employer Encounters

The school will aim to provide quality encounters with employers during their time at the school. The school will ensure that all events have the appropriate time for student preparation and evaluation. The planned events are outlined in Appendix B. The school will work with the Oxfordshire Lep, through our Careers Enterprise Co-ordinator, when developing the plan to ensure we are delivering encounters against Oxfordshire's Strategic Economic plan and the Gatsby Benchmarks.

Workplace Experience

All year 10s will be supported and expected to attend an appropriate work experience placement. We will also be developing a World of Work day where each pupil will have had the opportunity to visit at least one workplace by the end of Year 9.

Educational Encounters

The school will give each pupil the opportunity to learn about and experience the full range of post 16 and post 18 options. The school will encourage external organisations, businesses and training providers to engage with our pupils.

Our policy statement setting out how external providers can access every pupil in years 8 to 11, to inform them about technical education and apprenticeships, can be found in Appendix C.

The outline of the annual careers programme for years 7 - 11 can be found in Appendix B.

Personal Guidance

The school will provide impartial Careers Education, Information, Advice and Guidance (CEIAG) for all KS4 students in the form of a one to one interview. Students can access additional support from the School's Careers Adviser, resources permitting.

Appendix A - Useful websites

www.eclips-online.co.uk

Information on your option choices at 13 and 16, and over 1000 jobs and careers.

How to use E-Clips to get job ideas

- Use the Careers Wizard to get suggestions of which jobs may suit you.
Browse the job groups
- Search the leaflets relating to more general career areas such as 'outdoors work' and 'work with people'. Search for jobs that relate to your favourite school subjects e.g. maths, languages ...
- Look at the 'related leaflets' section to find out about other jobs that relate to your current job ideas.

www.oxfordshirelep.com/skills/labour-market-information

To support young people understand the sectors in demand within Oxfordshire. The aim is to broaden young people's knowledge and understanding of our labour market, raise their aspirations and help them plan their career pathways based on high-quality, up-to-date and locally relevant information.

www.successatschool.org

Explore careers and search for jobs, courses and advice.

www.gov.uk/further-education-skills/apprenticeships

www.oxfordshireapprenticeships.co.uk

Local and national Apprenticeships and Traineeships, including a search facility for finding Apprenticeship opportunities to match your need

www.oxme.info

Useful careers information provided by Oxfordshire County Council for young people aged 8-19, including job and apprenticeship vacancies in Oxfordshire.

www.nationalcareersservice.direct.gov.uk

Aimed at people of all ages, this website will help you get the advice you need for future skills, careers, and work and life choices. Helpline also available: 0800 100 900; they will call you back if on a mobile.

www.adviza.org.uk/who-am-i/young-person

Many information and careers resources for young people including information about options at key stages, applying to college and university, taking a GAP year, studying abroad, writing a CV and preparing for interviews and finding work or an apprenticeship

<http://www.russellgroup.ac.uk/informed-choices>

A website for helping you choose the right A' levels, especially if you plan to go onto University.

www.ucas.com

The website for researching university courses, entry requirements, writing personal statements and more. Now also includes information on options after GCSE's

www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree

Provides great guidance on what you can do with specific University courses

www.nationalcareersservice.direct.gov.uk

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www.whatemployerswant.org

Lots of useful information from employers. Find out what skills and qualities employers are looking for, get ideas on how to develop and demonstrate your skills, learn how to impress at interview and more!

<https://icould.com/buzz/>

Buzz Test is personality based (a very simple version of MBTI) and links to careers videos.

Appendix B - Outline of careers programme (*still to be amended in line with CDI framework*)

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| Year 7 |
| <p>Creating a Career Plan Engineering workshop run by BP Life After School run by local employers National Careers Week</p> |
| Year 8 |
| <p>Building on Career Plan Human Careers Library: interviewing a range of employers and employees National Careers Week</p> |
| Year 9 |
| <p>'Enabling Enterprise', enterprise and team building activities Informing choices workshop led by independent careers adviser: Future study options and labour market information Detailing possible future career paths on Career Plan Individual staff mentoring to guide option choices Options Evening BP - trading on the futures market- the role of a trader Amulet Project with local jeweller National Careers Week 20 Mile Radius Career Event: Interviewing a range of employers and employees</p> |
| Year 10 |
| <p>Career plan workshops with Adviza (e-clips) Developing Career Plan Making the most of work experience and 5 day work experience placement Visit to either Reading or Oxford University 1:1 guidance interview with independent careers adviser, continues into Year 11 Assemblies run by HE institutes and apprenticeship schemes National Careers Week Apprenticeship Week</p> |
| Year 11 |
| <p>Building on Career Plan Visit to Henley College CV and covering letter workshops Interview skills and mock interviews Opportunity for second interview with independent careers adviser Assemblies run by HE institutes and apprenticeship schemes National Careers Week</p> |

There are many additional career opportunities which are open to all pupils and/or selected pupils:

Year 7 and 8:

- Big Bang Fair (employers and HE institutes offering a range of activities).

Year 9:

- Trip to BP for International Women's Day to look at the role of women in engineering.
- 6 x Saturday morning sessions at Oxford University for advanced mathematics.
- Girls Aspirations Day, visit to Oxford University for advanced mathematicians.
- Duke of Edinburgh Bronze Award

Year 10:

- Why Further Maths trip to Oxford University for students who are able at maths but perhaps don't feel they wish to continue with the subject.
- Oxford University trip to computer science department

Year 11:

- Extended work experience placement at BMW Mini Plant.
- Visits to colleges.
- Morrisby test (linking aspirations to careers).
- Mentoring by an employer.

Years 7 to 11:

- Prince's Trust Achieve Programme (interpersonal and employability skills qualification).
- The Langtree Challenge

Appendix C - School's Policy on Provider Access

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 – 11 are entitled:

To find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point;

To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events;

To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact Susannah Wood, Senior Teacher

Email: swood@langtreeschool.com

Opportunities for access:

A number of events, integrated into our school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/careers:

Assemblies

Workshops of interest

Human Careers Library

Mock interviews

World of Work Day

Options evening

Dragon's Den

Please speak to the Careers Leader to identify the most suitable opportunity for you.

Premises and Facilities

The school will make appropriate arrangements for discussions between the provider and the students. The school will also make available AV or other specialist equipment to support provider presentations. These arrangements need to be discussed and agreed in advance of the visit with the Careers Leader or a member of her team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception.

Name: Neil McIntosh (Governor)

Name: Susannah Wood (Career Lead)

Review Date: October 2019